



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration

Section:

Division: Professional Registration

Sub-Section:

TITLE: Complaint/Investigation Files

CUTOFF: End of State Fiscal Year

DESCRIPTION: Investigative reports conducted by the Commission staff in response to consumer complaints/Commission directives for possible disciplinary action. These files may contain disciplinary action taken by board.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Records are transferred to license files, record series 23414.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 23418

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Conference, Seminar, and Workshop Sponsor Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records documenting an agency's role in the administration, planning, arrangement, and execution of conferences. Includes but no limited to planning and arrangement documents, program brochures, and announcements, registration and attendance lists, reports, proceedings, summary evaluations, and related correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23420

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Education School Files

CUTOFF: End of State Fiscal Year

DESCRIPTION: Files used to ensure professional schools meet state accreditation standards. Records include, but are not limited to, initial applications for accreditation, course approval applications, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23416

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

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Division: Professional Registration

Section:
Sub-Section:

TITLE: Equipment and Vehicle Use Records

CUTOFF: EOSFY in which vehicle or equipment is
surplused

DESCRIPTION: Documentation of use of state owned equipment and vehicles. Use is
measured in equipment hours, mileage, clock hours.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23422

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Equipment Inventory

CUTOFF: End of State Fiscal Year

DESCRIPTION: Listing of the agency's fixed assets, including but not limited to computers,
furniture, or specialized equipment.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23423

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Equipment Maintenance and Repair Records

CUTOFF: EOSFY in which vehicle or equipment is
surplused

DESCRIPTION: Documentation of maintenance and repair on state owned or leased
equipment performed in-house by the state or performed by an outside
contractor.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23424

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
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Division: Professional Registration

Section:
Sub-Section:

TITLE: Examination Files		CUTOFF: End of State Fiscal Year in which file is created	
DESCRIPTION: Records of examinations used to grant licensure to professionals in the State of Missouri. Files include, but are not limited to, records of examinations, master tabulations of examinee grades, apprentice files, correspondence, and related documentation.		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 23419	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Individual Requests for Continuing Education Credit		CUTOFF: When Superseded or Outdated	
DESCRIPTION: Requests by applicants for continuing education credits in order to maintain licensure.		RETENTION: Years: 0 Months: 6 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24119	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: License Files		CUTOFF: End of State fiscal year in which file is created	
DESCRIPTION: Records documenting the licensure of professionals within the State of Missouri. Records include, but are not limited to, licensing applications, proof of education and qualifications, letters of recommendation, change of status letters, inspection reports, summary cards, correspondence, and other related documentation.		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 23414	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



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Section:
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TITLE: License Renewal Applications		CUTOFF: End of State Fiscal Year	
DESCRIPTION: Records contain completed license renewal applications, documentation concerning continuing education courses taken, questions pertaining to prior convictions and disciplinary information. These applications are submitted every one to two years.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES: Records are transferred to license files, record series 23414.		DISPOSITION ACTION: Transfer to appropriate file	
SERIES: 23415	SERIES STATUS: Approved	APPROVAL DATE:	10/13/2011
TITLE: Licensee Registers		CUTOFF: End Of State Fiscal Year	
DESCRIPTION: Registers documenting persons holding a current license, permit, or certificate issued by a professional board in the State of Missouri. Registers include licensees' names, Social Security numbers, addresses, and other relevant information. Records created and kept per 324.032.1 RSMo.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES: Registers are maintained by the Division of Professional Registration on behalf of its constituent boards.		DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives	
SERIES: 24120	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Personnel Performance Planning and Appraisal Evaluations		CUTOFF: End of State Fiscal Year	
DESCRIPTION: Records resulting from periodic assessment of employee's performance and planning for future performance.		RETENTION: Years: 1 Months: 0 Days: 0	
NOTES: Records are transferred to personnel files, record series 21568.		DISPOSITION ACTION: Transfer to appropriate file	
SERIES: 23421	SERIES STATUS: Approved	APPROVAL DATE:	10/13/2011



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Sub-Section:

TITLE: Reciprocity Agreement Files

CUTOFF: Expiration of Agreement

DESCRIPTION: Documentation for obtaining professional licensure via reciprocity between states. Records include, but are not limited to, agreements outlining qualifications to meet Missouri licensure standards and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24118

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016
